

MEETING #37 – October 23

At a Regular Meeting (#2) of the Madison County Board of Supervisors on October 23, 2018 at 5:00 p.m. in the Madison County Administrative Center Auditorium located at 414 N. Main Street:

PRESENT: R. Clay Jackson, Chairman
Jonathon Weakley, Vice-Chairman
[REDACTED]
Kevin McGhee, Member
Amber Foster, Member
Jack Hobbs, County Administrator
Mary Jane Costello, Asst. County Administrator/Finance Director
Frank Thomas, Interim County Attorney
Jacqueline S. Frye, Deputy Clerk

ABSENT: Charlotte Hoffman,

1. Call to Order/Determine Presence of a Quorum/Adopt Agenda

Chairman Jackson called for the following additions to the Agenda:

- **14a - Update on Madison Fire Department (Supervisor Foster)**
- **14b - Update on CSB (Supervisor Foster)**

Supervisor McGhee moved that the Agenda be adopted as amended, seconded by Supervisor Foster. **Aye: Jackson, Weakley, McGhee, [REDACTED] Foster. Nay: (0). Absent: Hoffman**

2. Work session on Solid Waste Management: Sandra Warner of CHA was present to discuss and provide an:

- ❖ Overview of the County's Solid Waste Program (Residential, commercial & construction debris, recyclables)
- ❖ Overview of existing WM contract
- ❖ Solid Waste Study findings (to date)
- ❖ Transfer Station Operation
- ❖ Disposal & Transport (County assumes responsibilities for destruction/disposal of wood chips)
- ❖ Leachate disposal is assumed by Waste Management Services, Inc.
- ❖ Program Options for discussion

Ms. Warner noted that the existing contract does contain a clause to allow the County to allow the County to 'give away' wood chips to the citizens.

Roger Berry, Director of Facilities, was present and advised that the County doesn't allow citizens to haul wood chipping; this debris (green waste) is generally disposed of by the vendor that performs the chipping. In closing, he noted that in the past, the wood chipping debris has become combustible (from sitting) and became a fire hazard. Therefore, this waste has been routinely hauled by the vendor once it is chipped.

Requirements to operate a transfer station:

- Class I licensed waste management operator
- PBR #154 requirements
- Operations plan
- Contingency plan (i.e. back-up operating requirement & back up disposal locations)
- Maintenance plan
- Recycling rate of at least 15%

Transfer Station Overview (layout)

- Tires
- White Goods storage
- Wood waste & yard debris
- Scale house
- Trailers for residents
- Share shed
- Transfer station building
- Single stream recycling p

Additional highlights focused on:

- Tonnage of materials handled
- Program revenues (excludes cost of staff [in-kind services])

Existing agreement with Waste Management Services Inc.:

- Original contract initiated in 1998
- Contract amended in 2006 and 2013
- Contract expires June 30, 2019
- Renewal option in place for July 1, 2019 for five (5) years

Waste Management's primary obligations include:

- Operation of County transfer station (excluding the Share Shed)
- Hauling MSW from transfer station to landfill
- Collection of recyclable material
- Hauling recyclables to recycling processor

Existing agreement with Waste Management (additional obligation[s] in contract) include:

- Billing customers who use the transfer station
- Maintaining the facility
- Licensed operator
- Submitting monthly reports on tonnage of materials received
- Meeting with county staff monthly
- Hauling & disposal of leachate

County is the permit holder for the transfer station and leachate disposal

Madison County WM contract expenditures:

Description	FY2016	Cost/Year FY2017	FY 2018
Operating transfer station	\$175,500	\$176,600	\$178,800
Hauling to landfill	\$ 99,500	\$101,300	\$112,400
Disposal fees			

Description	FY2016	Cost/Ton FY2017	FY2018
Operating Transfer Station	\$34	\$34	\$34
Hauling to Landfill	\$19	\$20	\$21
Disposal Fees	\$24	\$24	\$26
Totals	\$77	\$77	\$80

Solid Waste Program costs to County - other contracts and 'in-kind'

Mulching of wood waste

(County contracts every other fiscal year - costs \$48 /70/ton)

Share Shed (maintained by non-profit)

Other costs (lab analysis for leachate, recycling program, planning assistance, repairs & maintenance, electricity, telecommunications, lodging/meals, seminars & tuition, mileage, dues & supplies)

In Kind costs - County staff

Transfer Station Operation

* Clarify contract language regarding County & WM responsibilities

- ❖ *2013 Amendment (to contract agreement)
- ❖ *Permit required documents

* Ensure continuous operations

- ❖ Back-up equipment within hour

* Education program

- A list of alternative disposal locations was provided for review
- Recycling markets are rapidly changing due to China's change in policy

Benchmarking

* Green County - 17,500 tons/year and approximately \$79/ton

- ❖ Operate transfer station within county staff - \$29/ton

* Culpeper county

- ❖ Operate transfer station \$52/ton

New Term - WM Contract

* Renew without changes

* Renew with Amendment

- ❖ Recycling costs may change
- ❖ Clarify responsibilities
- ❖ Ensure operator licensing & response time for back-up equipment

* Re-bid as one or separate contracts

Household hazardous waste collections

* Currently County posts information out outside vendors that accept HHW

* What is Household Hazardous Waste

- ❖ Surplus or excess household products that contain corrosive, toxic, ignitable or reactive ingredients that are considered to be "household hazardous waste" or "HHW"

* County can hire outside contractor to host HHW collection event as a predetermined frequency (typically semi-annual or monthly)

* County could build a storage facility and manage waste through a broker

HHW Costs

* Example Costs from other facilities

- ❖ Approximately \$23.36 per person per HHW collection event
- ❖ Participation of 600 people would equate to \$14,010 per HHW collection event

* Similar facilities have budgeted \$45,000 annually for hosting monthly HHW events (\$0.003 in tax)

Other considerations

* Rates to commercial accounts

* Enterprise fund

* Education campaigns

*Regional partnerships

- ❖ Convert transfer station to convenience center
- ❖ Partnership operates transfer station

The floor was opened for questions/comments.

- *Supervisor McGhee: Questioned the comment regarding outside commercial activity at the local landfill*

Roger Berry, Director of Facilities, was present and advised that no materials are accepted at the local landfill from other localities.

The County Administrator suggested that information be provided regarding compliance issues.

- *Supervisor Weakley: Referred to the mentioning of construction costs (to building the transfer station) and if there are any remaining costs*

Ms. Warner advised that:

- ❖ DEQ has relayed no compliance issues to date for Madison County
- ❖ PBR requires that WM have a licensed operator on site
- ❖ All costs (regarding the building of the transfer station) are assumed to now have been 'paid in full)

The County Attorney questioned "what" contents of the existing contract are needed to be more clarified (WM or CHA).

Ms. Warner referred to items within the contract agreement that WM is responsible for managing that the County currently takes care of; suggested these issues be relayed. In closing, she noted that the County is noted as the 'holder' and may assess whether to continue assuming certain responsibilities

Closing recommendations focused on the fact that:

- ❖ County pricing is good based on today's market

And relayed that:

- ❖ WM be required to keep up with maintenance issues
- ❖ WM have a licensed operator on site at all times (to include invoicing)

Mr. Berry noted that all bulk items are paid for as they're received at the site, and also noted that in the event a backhoe becomes disabled, the facility is shut down to prevent the transfer floor from becoming full and creating a hazard.

Billy Wise was present and referred to the regular break down of the backhoe equipment, as it hinders the level of service to the County (and citizens).

6:00 p.m.

Chairman Jackson advised of the recent passing of former Board member, Robert "Bill" Campbell.

Pledge of Allegiance & Moment of Silence

3. Public Comment.

Chairman Jackson opened the floor for public comment.

The following individual(s) provided comment(s):

- Joe May: Referred to the fact that the plaque "In God We Trust" was put into place under the request of Robert "Bill" Campbell; referred to 'politics in the County and the destruction of three (3) republican signs in the County; noted that

recent work at Whippoorwill Road 'isn't good (no widening, no embankment, no shaving, no guardrail) road has no base or a crown in place; encouraged that culverts be cleaned

The Board encouraged Joel DeNunzio (VDOT) to make a note of the concerns pertaining to Whippoorwill Road.

- Robert Malone: Referred to there being a 6-8 week backlog in the Building Office; suggested the County look into hiring a part-time laborer to assist with the process (and that the Building Office was in agreement with the aforementioned suggestion); feels that hiring an additional person for a small fee would alleviate the existing timeline - associated costs could be covered by a slight increase in permit fees, which he would be in favor of paying
- Nick McDowell: Referred to the property that Mr. Malone has recently purchased (on Hebron Valley Road) which had a derelict building; very well pleased that the property has been purchased and is being 'brought back to life'; suggested the County encourage and support new residents (that purchase these types of properties) and work to ease the overall permit process and make it as functional as possible; the County should be more welcoming; also referred to Robert "Bill" Campbell's passion for his work; feels it will be a long time before the County seeks another 'like Bill Campbell.'
- Charlie Sheads: Referred to vehicle (involved in a crash on 1'12'18 and was totaled) to which he has paid taxes on for the entire year (\$120.00) - suggested the County prorate the overall tax of the vehicle; also referred to DMV error entered for the house that he built on James City Road (changed address from Brightwood to Culpeper) - received a tax bill from Madison with a late filing penalty fee which he wasn't aware of - suggested the County's guideline be retroactive to change the late penalty filing fee, as new residents will not be aware of the guideline.

With no further public comment being brought forth, the session was closed.

Chairman Jackson referred to *"Bill Campbell's (various actions) act of bringing a voice to those citizens that would never attend a public meeting session and looked out for the County in his own special way."*

4. Special Appearances

a. VDOT Program Quarterly Project: Joel DeNunzio, VDOT, was present and provided a list of VDOT projects and public inquiries for review and advisement. Highlights focused on:

- ❖ Forest Drive
- ❖ Rider Hollow Lane
- ❖ John Myers Road
- ❖ Smart Scale Project applications
- ❖ Shelby Road Intersection
- ❖ Lonnie Burke Road (citizen with drainage problem)
- ❖ Whippoorwill Road (citizen reports that road washes out after heavy rains; VDOT initiated erosion and sight distance work)
- ❖ Wolfstown-Hood Road (citizen reports of high speeding traffic)
- ❖ Lost Valley/Garth Run (citizen report of stopped up culverts)
- ❖ Traffic light on Rt. 29 @ Fairgrounds Road (citizen report the light configuration makes for an extremely dangerous situation)
- ❖ 6-year Plan (approved 5'22'18)
- ❖ Good Hope Church Road (safety study and improvements initiated)
- ❖ Aylor Road (speed study initiated)
- ❖ Town of Madison (Sidewalk Project)
- ❖ Rt. 29 @ Thoroughfare Road (sight distance work)
- ❖ Fishback Road (pavement)
- ❖ Rt. 29 School Signs (being handled by the School Board)

b. Broadband Pilot Project Proposal: Clint Hyde, Madison Gigabit Internet President, was present to provide input on a proposed pilot project that has a funding application deadline of December 14' 2018. The proposed project was identified with the following ideas:

- ❖ Extend fiber optic cabling on Rt. 230 towards Orange past Aroda
- ❖ Extend fiber optic cabling on Rt. 230 towards Wolftown
- ❖ Call for the installation of a new tower to support wireless internet in Brightwood that would connect to LUMOS
- ❖ Call for the installation of an antenna on the existing County-owned emergency tower on Church Street that would communicate with Blakey Ridge, and communicate with a new WIFI transmitter on a new tower near Wolftown (connected to LUMOS)

Proposed grant funding is a source of State and Virginia Department of Housing and Community Development with a total budget amount of \$4,000,000.00.

Mr. Hyde agreed to prepare a proposal for consideration by the Board that would feature him paying all 'out of pocket' costs and taking all risks but receiving all financial benefits, as well as prepare the grant application with appropriate staff support. The County would be the fiscal agent for the grant and responsible for the procurement process. Completion of the proposed project is 12'2019.

Comments from the Board focused on:

- ❖ Value involved (i.e. dollar vs. in-kind responsibility from the County)
- ❖ The pilot approach (as described by Mr. Hyde);

And:

- ❖ Expressed appreciation of today's information/vision and the timeline presented
- ❖ What will today's proposed services 'do for the County' overall
- ❖ Will Mr. Hyde write the grant proposal (County is sparingly staffed)
- ❖ Whether PD9 been contacted in regards to today's proposal (Patrick Mauney)

The Board thanked Mr. Hyde for taking the time to provide today's presentation.

Mr. Hyde verbalized favor of the \$50,000.00 pricing range and advised that Mr. Mauney has seen today's proposed information.

Brian Gordon, Director of Emergency Communications, was present and advised that the tower at the Sheriff's Office is already fully loaded (as indicated by Kleer Communications, Inc.); advised there are other options (i.e. tower at the Rescue Squad Building); however, he verbalized uncertainty about the tower at Blakey Ridge.

Tracey Gardner, Director of Economic Development & Tourism, was present and advised that the Governor has a Chief Advisor in place and will initiate budgetary cuts effective December 15th on public funding. Further information will be provided after the holiday season.

The County Administrator suggested the Board advised of any suggested option(s) to pursue based on today's presentation.

Mr. Hyde advised that he had no specific recommendation and questioned if the County had any specific ideas or suggestions that may be most favorable.

The County Attorney questioned if the local REC had been contacted, and whether they provided any feasibility pertaining to option #4.

Mr. Hyde advised that there has been discussion about the use of REC power poles; today's proposal has been presented to all senior REC staff as well.

Oliver Price, REC representative, was present and advised that he had no official comment regarding today's proposal. In closing, he noted that Mr. Hyde has been working with Mr. Dirk Baumer and other senior REC staff on this issue.

Clarissa Berry, Commonwealth Attorney, was present and referred to the State's definition of 'under serviced' areas and suggested the County follow the governmental guidelines that are in place when assessing any viable options being provided.

- Joe May: Questioned if Darlene Carpenter of the REC can expedite today's concerns
- Robert Malone: Questioned the cost for fiber along Rt. 29 (i.e. \$0 to \$60,000.00)

Mr. Hyde advised that what he's proposal will not have a significant cost from his office; a request has been sent to LUMOS to provide a dollar value.

The County Administrator advised that it's apparent that the County is 'under-served' and noted that these types of grants are the government's initiative to bring broadband service to rural localities. Since these grant monies (offered by DCHC) will pass through the County, there will some sort of costs incurred. In the event the Board authorizes support of today's initiative, he suggested that the Director of Economic Development & Tourism and the County Administrator could be tasked to work with the Madison County Planning Commission to support Mr. Hyde on a project that he elects to be most economical, which will task him with 'carrying the ball' with support by the County to have broadband here. In closing, Mr. Hyde will receive the reward of the grant phase of the proposed project and feels the proposal will call for additional approval from the Board concerning funding and an official endorsement (i.e. Resolution). Information can be compiled and presented to the Board in December for review.

A review of the timeline was provided for discussion, which showed a deadline of 12/14/18 for the proposed project. It was noted that a proposal can be provided for review at the November #2 Regular Meeting.

After discussion, it was the consensus of the Board to authorize the County Administrator, Director of Economic Development & Tourism to work with Mr. Hyde and PD9 to pursue today's proposed internet project. It was also clarified that the proposal will need to be reviewed by the County Attorney before full approval by the Board of Supervisors.

- Robert Malone: Questioned if the percentage of administrative costs that may be associated with the proposed project (i.e. 20% - 30%)

Mr. Hyde noted that the proposal doesn't indicate any constraints in any way. The applicant will ask for a specific amount of grant funding and then apply 20% of the total amount.

c. Next Generation 911 Migration Report: Brian Gordon, Director of Emergency Communications, was present to provide input on the state mandate for next generation 911 migration program. At the present time, the County's EOC office can't transfer a call to Greene County. The proposed design will allow the local EOC to transfer a call to any locality within the state and will also call for fiber optic cable to be run to the EOC from the north and south and may offer the opportunity to run fiber to some other county buildings with the County picking up the extra cost to come off the main line. He also advised that the State has adopted a contract (from AT&T) as a state contract, allowing all jurisdictions within the State to follow the contract, if the locality chooses to do so. Additionally, based on Virginia Code Section 56.4.16, the County has to do change over by 2023.

Additional highlights focused on the following:

Next Generation 911 Deployment

To become eligible for the states funding we must sign the Proposal Acceptance Letter (PAL).

- Signing the PAL will open up the state funding after it is approved the 911 Services Board.
- We must sign the AT&T Participation Agreement within 90 days submitting the PAL.
- Fairfax Contract located on the VITA website.

Fiber Optic cable will be run to the 911 center from the north and south

- There may be opportunity to use this installation to run fiber other county buildings with the County picking up the extra come off of the main line.

NG911

- Completely IP Based
- Text to 911
- Media
- Increased interoperability

Total projected funding from the state: **\$206,789.02**

Deployment Target Date: June 2020 – December 2020

An updated copy of PATH 4 documents will be forwarded to the Board for review, along with the AT&T participation agreement document and Fairfax County contract.

At this time, the County has three (3) options:

- ❖ Proceed using the Fairfax County contract
- ❖ Execute an RFP
- ❖ Search/review other procurement alternatives

It was noted that Virginia Beach has issued an RFP but has since decided to proceed with the Fairfax County contract (pricing yielded from the RFP was about 40% higher than pricing attached to the Fairfax County contract).

Next Generation 911 Deployment Schedule

Item	Description	Cost Covered by Vita	County Share
Connection Fee	Connecting to the ESInet on the AT&T Network. VITA WILL PAY TO VENDOR	\$4,000.00	\$0.00
CHE Upgrade	Upgrading the Vesta Call Handling Equipment from Version 6.1.0 to 7.1 to handle the IP based ESInet	\$30,000.00	\$0.00
Text To 911	Install and Initialize Text To 911 in an IP based environment.	\$30,000.00	\$0.00
CAD Upgrade	Not Necessary	\$0.00	\$0.00
Mapping Upgrade	Not Necessary	\$0.00	\$0.00
Voice Logging Upgrade	We currently record from the Trunks and Positions. The Ideal situation for this system is to record from position only. There may be a cost for this, VITA will cover.	UNK	UNK
ECaTS	Analytics system for the state must be upgraded to keep statistics for the ESInet. VITA WILL PAY TO VENDOR	\$1,000.00	\$0.00
Other System Upgrades	NONE	\$0.00	\$0.00
Diverse Connectivity Costs	Running Fiber into the ECC from two directions. North and South. Dual lines offer a redundancy to the citizens of Madison County. VITA WILL PAY TO VENDOR	\$49,775.50	\$0.00
Disaster Recovery Upgrade	NONE	\$0.00	\$0.00
GIS Data Preparation	Repair some of the GIS Data to meet the 98% match rate required by the system	\$5,000.00	\$0.00
Legacy 911 Transition Costs	Monthly charges incurred to Verizon during the transition	\$5,000.00	\$0.00
Project Management Assistance	VITA will provide if requested. None has been requested at this time.	\$0.00	\$0.00
Total		\$124,775.50	\$0.00

Item	Description	Cost Covered by Vita	County Share
Recurring Costs For the First 24 Months After Deployment		\$82,013.52	\$0.00
Recurring Costs to the County after the first 24 months		Monthly	Annual
Current Recurring Costs	Current Recurring Costs on the Verizon Selective Router Pairs. Amount Taken from the FY18.	\$781.68	\$9,380.16
ESInet Recurring Costs	Projected Recurring Costs for the County	\$4,198.91	\$50,386.92
Difference	Projected Increase From Current Commitment	\$3,417.23	\$41,006.76
Notes: <div> <p>VITA will cover the difference of what we are paying now and what the connection to the ESInet will costs. This system brings a great deal of functionality that we do not currently have. We will be able to transfer to any agency in the state and eventually nationwide. We will gain IP text to 911 service and if we choose in the future be able to receive video and picture files on the 911 system. The current system works off of Selective Router Pairs, ours are in Fredericksburg and Winchester. That system is going offline and this is something that we must do.</p> </div>			

After discussion, it was the consensus of the Board to add today's E911 proposal to the upcoming budget process for discussion.

Chairman Jackson called for a ten (10) minute recess.

Chairman Jackson reconvened the meeting session.

5. Constitutional Officers:

Commonwealth Attorney: Clarissa Berry was present to advised that the County has new Game Wardens on board (i.e. fully staffed); the County is short on assigned State Police, which may call for the Sheriff to request additional staffing to manage the shortfall.

6. County Departments

Economic Development & Tourism: Tracey Gardner, Director of Economic Development & Tourism, was present and advised that the recent tourism summit was very informative.

- *Supervisor Weakley: Questioned if there will be an information packet for County tourism for review (by the Board)*

It was noted that the information packet will be discussed at the meeting session in November.

EMS: Noah Hillstrom, Director of Emergency Medical Services, was present advised that his department has provided about twenty-two (22) hours of part-time/overtime to the volunteers. Currently, four (4) people are being required to cover on Sundays and he would like to fill one (1) position now and another during the upcoming budget cycle.

Comments from the Board focused on the fact that:

- ❖ Approval has been provided for the hire of one (1) staff members (in August 2018)
- ❖ Whether today's request is for one (1) or two (2) additional personnel

Mr. Hillstrom further advised that no one has been hired (to date) to fill the position that was authorized in August 2018.

The County Administrator noted that the budget called for an additional employee to be hired in August 2018; today's request is for an additional full-time position within the EMS department.

After discussion, it was requested that documentation be presented to the Board for review at the 1st meeting in November (to include proposed costs).

The Finance Director questioned if the position vacated in the spring of 2018 was ever filled; further comments focused on the fact that funding was budgeted for the aforementioned position but that nothing has been appropriated to date.

After discussion, it was the consensus of the Board to:

- * Assess the initial position that was authorized in early 2018
- * Appropriate funding for the above referenced position
- * Return to the Board's 1st November Regular meeting and provide an update as to whether an additional position will be needed
- * The Finance Director and County Administrator will be charged to work with Mr. Hillstrom on this matter

7. Committees or Organizations

Rappahannock Electric Cooperative: Oliver Price was present at today's session; nothing to report at this time.

8. Finance: Mary Jane Costello, Director of Finance/Asst. County Administrator, advised of the following:

- a. **Claims**
\$121,620.15 (10'19'18)
\$ 41,997.09 (10'23'18)

\$163,617.24 (Total)

Highlights:

\$40,615.00 (final payment on communications equipment)

Supervisor Foster moved that the Board approve Claims totaling \$163,617.24 as presented, seconded by Supervisor Weakley.

Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.

b. Budget Supplements:

i. Tourism - Huelben Visit (TOT Final) [FY19 Proposed Supplemental Appropriation #08_10232018 totaling \$5,000.00]: The Finance Director advised that TOT funding is restricted for tourism purposes only. At the end of FY18, the balance is about \$175,000.00 in restricted funds (TOT) (excluding today's request) and there is a \$25,000.00 that has been budgeted for the purchase of signs.

Supervisor McGhee moved that the Board approve FY19 supplemental appropriation #08_10232018 totaling \$5,000.00 as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

ii. Sheriff (SRO) [FY19 Proposed Supplemental Appropriation #09_10232018 totaling \$56,286.00]: The Finance Director advised that today's request is for a SRO grant that has been received totaling \$56,286.00 with a local match of \$26,936.00. It was also noted that the DCJS isn't 'locked in' to paying the SRO the total amount of funding noted, but the Sheriff will be required to make up any difference that is above the funding amount.

Comments:

- *Supervisor Weakley: Questioned there being a certain annual percentage (for the SRO position) that is funding, and whether today's funding proposal is 1x only*

After discussion, it was noted that the funding for the SRO position is a year by year proposal; funding provided in the past is usually fully utilized on an annual basis.

Supervisor Foster moved that the Board approve FY19 supplemental appropriation #09_102301028 totaling \$56,286.00, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

iii. Sheriff (Vehicle Repair - Insurance Reimb.) [FY19 Proposed Supplemental Appropriation #10_10232018 totaling \$2,077.02]: The Finance Director advised that this supplemental request is for an insurance claim for damage to a County vehicle.

Supervisor McGhee moved that the Board approve FY19 supplemental appropriation #10_10232018 totaling \$2,077.02 as presented, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

iv. EMS (Accrued Leave Time Payout) [FY19 Proposed Supplemental Appropriation #11_10231028 totaling \$9,772.06]: The Finance Director advised that the request is for accumulated leave for Mark Callahan and Lewis Jenkins of the EMS department.

Supervisor Foster moved that the Board approve FY19 supplemental appropriation #11_10232018 in the amount of \$9,772.06 as presented, seconded by Supervisor Weakley.

- *Supervisor Weakley: Questioned if the accumulated leave category will be discussed during the upcoming budgetary cycle (i.e. 3-year scale)*

The Finance Director provided an update on the process being utilized for the current budget cycle (i.e. top five accumulated leave payouts). The contingency has a balance of \$167,000.00 (54% of the total balance for this fiscal year). The Board was encouraged to perhaps assess other funding sources that can be utilized for larger funded items. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

9. Minutes

a. October 9' 2018 Meeting (#36)

Chairman Jackson called for corrections and/or adoption of Minutes of October 9'2018.

Supervisor McGhee moved that the Board adopt October 9'2019 Minutes (#36) as presented, seconded by Supervisor Weakley. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

10. Old Business

a. Report on Virginia Department of Health/Madison Relocation: The County Administrator advised that a letter was received today from the Madison Health Department to advised that they plan to stay in the building under the County's 90-day notice extended least offer (11'30'18); it will be quite a while before the County is ready to occupy the health department building space. Additionally, it will take some time for the health department to find:

- 4,307 sq. of building space
- 20 parking spaces (14 employee, 4 visitors 2 fleet vehicles, 8'x12' emergency trailer)
- (4) bathrooms (unisex, men's, women's staff unisex)
- Space to relocate a small propane generator (and tank)
- Property must be able to accommodate a 12'x14' storage shed

In closing, it was noted that the state would rather rent from the County that attempt to procure facilities from other sources
(a) to avoid a formal RFP process by dealing with a public agency and
(b) the state believes it gets a better deal from the county (for the state)

County staff plans to pitch the following sites:

1. 300-306 Thrift Road building(s)
2. 538 S. Main Street (Old ABC Building)
3. 308 Thrift Road (a ground rent site for a pre-fab unit owned by others)

A report of the space needs for the Virginia Department of Health was provided for review and consideration.

b. Report on Free Clinic & Literacy Council Leases: The County Attorney suggested the County handle the leases (for the Madison Free Clinic and Madison Literacy Council) as 'tenancy and severance' where the locality doesn't have an ongoing commitment beyond the terms of what it would take to terminate (usually thirty [30 days]). The advantage of the aforementioned option to the County will provide maximum flexibility and if a tenant starts to provide some issues, it will be easier for the County to act as opposed to being put into a position where the tenant(s) may initiate a 'competing' or 'complimentary' use that may not be something the County is interested in subsidizing. In closing, he suggested the County handle all leases of this type under this general provision. Additionally, there was some past discussion about initiating a memorandum of understanding and/or a contract; however, depending on the language involved, the language may 'bind' the County, regardless of what the agreement document is called.

Comments:

- *Supervisor Weakley: Referred to consideration of utilities based on square footage; also questioned what would happen with the Madison Free Clinic in the event the Madison Health Department decided to suddenly vacate the premises (i.e. questioned if rent could be charged)*

Brenda Clements, Executive Director of the Madison Free Clinic, advised that the clinic has \$60.00 that could be contributed towards rent; the clinic's budget didn't allow for rent/utilities during the current fiscal year, but this may change in the future. Although the clinic doesn't pay rent/utilities, it's felt that the 'value' of services provided to those in need (about 138%) far exceeds any amount of rent for the existing space. Currently, the clinic operates three (3) half-days per week (i.e. Tues/Thurs 4 p.m. to 7 p.m.; Wed 9 a.m. to 12 p.m.) and serves a clientele that have no other alternatives for medical care. In closing, she encouraged the Board to consider that some of the services provided to the community is just as valuable as any dollar amount that can be required for rental of the space.

- *Chairman Jackson: Referred to 'non-profit' organizations and the fact that the clinic is only open for 9 hours a week whereas some people work 9 hours a day; suggested that perhaps the County could prorate an amount and proceed from that point, or establish an agreement (as suggested by the County Attorney)*

Ms. Clements also noted that clinic staff have diligently worked with area practitioners and pharmaceutical entities to ensure that their citizen clientele receive necessary medical care as needed.

- *Supervisor Weakley: Referred to the 'value' being provided by the free clinic; encouraged the Board not to set a precedence; also verbalized favor of initiating an agreement (as suggested by the County Attorney)*

After discussion, it was the consensus of the Board to authorize Supervisor Weakley to work with the County Attorney to develop a draft proposal for review and consideration.

- *Supervisor Weakley: Noted that Ms. Clements is perhaps seeking 'in kind' vs. paying rent, and the fact that there may be some opportunities to plan for future fundraising events*

Ms. Clements noted that there are plans to initiate future fundraising events.

Additional emphasis was placed on whether the literacy council may have a lease on the existing building and/or space, and the poor condition of the building.

c. Status Report on the Criglersville School Issue: The County Administrator advised that the Criglersville School will be placed on the market soon. He advised that the Criglersville Repurposing Committee will be disbanded based on its charter. Roger Berry, Director of Facilities, is working on cleaning out the rest of antiquities from the building. The Board had discussed an advertising plan for the facility (i.e. website), and suggested an ad be placed in the local newspaper and also advise all local realtors, as well as placing signage in place.

After discussion, it was the consensus of the Board to authorize the County Administrator to research all available advertising options (i.e. Loop.net, Zillow.com, etc.).

- *Chairman Jackson: Noted that Max Lacy (Madison Historical Society) and Jim Lillard (Blue Ridge Heritage Foundation) have verbalized concerns about the investment (i.e. monument) that has been put on sight.*

The County Administrator had advised that the County look to sell the building with an easement (i.e. to exclude the ball fields, monument signet, park access, playground, etc.), which will need to be researched.

The County Attorney noted that the aforementioned ideas can be initiated (i.e. easements) should the Board so desire through the Circuit Clerk's Office. Anyone that purchases the property would do so subject to the terms of the easement. In closing, it was suggested that the County exercise caution so that the terms of any proposed easement(s) are not so drastic so

as to prevent anyone from wanting to purchase the property. It was also strongly suggested that nothing be done until an interested purchaser is brought forth and advised what they are 'willing to accept.' It's also felt that selling the building only (with any attached easement[s]) may reduce the overall asking price for the property.

The County Administrator questioned the deadline for selling and accepting proposals, and how the County would desire to process any proposals.

After discussion, the Board designated Supervisor Hoffman and Supervisor Weakley to work with the County Administrator regarding any proposals received for the Criglersville School.

11. New Business

a. Report from the School CIP Committee: Chairman Jackson advised that the School CIP Committee will be meeting on Friday. A joint meeting with the Madison County Board of Supervisors & the Madison County School Board on Friday, October 26th at 4:00 p.m. This session will focus on school renovation projects that the school system would like to propose.

The County Administrator noted that the school system has compiled a revised budget; follow up on characteristics should be provided for review and assessment.

b. Report from the Finance & IT Working Group: Chairman Jackson noted that a proposal has been received from a THInc.IT, Innovative Technology Solutions. A recent meeting was held with the Finance Director, Treasurer, Commissioner of the Revenue, and County Administrator to discuss the proposal. Discussions focused on many aspects (i.e. work performances, processes, etc.).

The Finance Director noted that the consulting firm would like to initiate an IT assessment and a business process initiation, which will need to be done before determining what type of software would work best for the County. The process will take about 60-90 days. Before anything can begin, the County will need to sign the proposed engagement letter that has been provided.

The County Administrator noted that the County is experiencing IT and software situations. Currently, there has been a plan to improve financial software which hasn't been successful. In closing, he encouraged the Board to proceed as quickly as possible.

The County Attorney questioned the retainer amount (i.e. \$25,000.00), to which the Finance Director advised should be noted as \$2,500.00, and that no commitment has been made beyond Phase I of the proposed project. Phase II of the project will take the County to the procurement phase of the project.

Discussions focused on the scope of work as provided for review/assessment, and that the proposed package will need to be reviewed by the County Attorney. In closing, it was noted that the consulting firm would like to begin their assessments in November.

The County Attorney requested a copy of the ANS agreement for review.

Concerns from the Board:

- *Supervisor Weakley: Questioned what the County is paying ANS to (or not) do; questioned if there will be an assessment of firewalls, servers, etc.; suggested the scope of work be completely noted (by the consulting firm)*
- *Chairman Jackson: Noted that the process must be done correctly in order to be beneficial to meet the County's IT and financial software needs*

The Commonwealth Attorney advised that her office has to contact ANS, Inc. on a monthly basis due to repeated issues.

The Finance Director advised that the County may need to clarify (to the consulting firm) that all County offices will need to be assessed. In closing, she noted that the consulting firm will plan to look at the adequacy of servers, etc.). In closing, it was noted that there isn't funding within the budget to cover any associated costs; therefore, funding will need to be derived from other line item source categories.

Supervisor Weakley moved that the Board approve the limited scope IT assessment financial software FIT/GAP Assessment & Financial Software Identification & Evaluation Proposal by Innovative Technology Solutions to be approved administratively upon legal counsel review and approval of executed signature by the County Administrator, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

c. Board Calendar for November-December 2018: The County Administrator advised that the December #2 Regular Meeting will fall on the Christmas holiday; therefore, he suggested the Board authorize the Board Chairman to cancel the meeting unless there is something extensive that needs to be discussed on that day.

Supervisor McGhee moved that the Board authorize the Chairman to cancel the December #2 Regular Meeting, seconded by Supervisor Foster. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

2019 Organizational Meeting: The County Administrator noted that the 2019 Organizational Meeting is scheduled the same day as the Planning Commission meeting. After discussion, it was noted that the organizational meeting will be held at 9 a.m. on that day.

12. Public Comment

Chairman Jackson opened the floor for public comment.

Chairman Jackson: Noted that Herbert Putz, county resident, has also passed.

13. Information / Correspondence

Madison Volunteer Fire Department: Supervisor Foster advised that the recent meeting was most informative; the local fire department has a strong membership and fundraising operation; accolades were provided to Noah Hillstrom, Director of Emergency Medical Services, for partnering with the local fire department.

CSB: Supervisor Foster advised that the CSB is looking at potential spaces they can use for training; a recent partnered training session (with local Pastors) on suicide prevention was held with the Madison Strong Coalition at the Beth Car Baptist Church. CSB is also trying to get back into the local school system to host a program called "Healthy Trends" (middle and high school). She plans to discuss the program with current school administrator. A similar program will also be provided for younger students.

Reception for V. R. Shackelford, III: The County Administrator noted that Supervisor Hoffman is working to plan a reception event for Mr. Shackelford on December 6, 2018.

County part-time position: The County Administrator advised that advertising will be done for part-time maintenance personnel (i.e. handyman).

15. Adjourn (until 4:00 p.m. on October 26th)

With no further action being required, Supervisor Foster moved that the meeting recess until 4:00 p.m. on Friday, October 26, 2018, seconded by Supervisor McGhee. *Aye: Jackson, Weakley, McGhee, Foster. Nay: (0). Absent: Hoffman.*

R. Clay Jackson, Chairman
Madison County Board of Supervisors

Clerk of the Board of the Madison County Board of Supervisors

Adopted on: November 13, 2018

Copies: Board of Supervisors, County Attorney & Constitutional Officers



Agenda

Regular Meeting (#2)

Madison County Board of Supervisors

Tuesday, October 23, 2018 at 5:00 p.m.

County Administration Building, Auditorium

414 N Main Street, Madison, Virginia 22727

Pledge of Allegiance & Moment of Silence

1. Determine Presence of a Quorum / Adopt Agenda
2. Work session on Solid Waste ManagementCHA Project Manager, Sandy Warner
3. Public Comment (6:00 p.m.)
4. Special Appearances
 - a. VDOT Quarterly ReportVDOT Charlottesville Residency Administrator, Joel DeNunzio
 - b. Broadband Pilot Project Proposal.....Madison Gigabit Internet President, Clifton Hyde
 - c. Next Generation 911 Migration Report.....Director of Emergency Communications Gordon
5. Constitutional Officers
6. County Departments
7. Committees or Organizations
8. Finance Director of Finance/Assistant County Administrator Costello
 - a. Claims
 - b. Budget Supplements
 - i. Tourism: Huelben Visit (TOT Fund) FY19 Original Capital Budget Appropriation for September 2018
 - ii. Sheriff: School Resource Officer Grant (Contingency)
 - iii. Sheriff: Vehicle Repair (Insurance Reimbursement)
 - iv. EMS: Accrued Leave Time Payout (Contingency)
9. Minutes
 - a. October 9, 2018 Meeting (#36)
10. Old Business
 - a. Report on Virginia Department of Health/Madison Relocation County Administrator Hobbs
 - b. Report from the Free Clinic & Literacy Council Leases.....Supervisor Weakley
 - c. Status Report on the Criglersville School IssueCounty Administrator Hobbs
11. New Business
 - a. Report from the School Capital Improvement Committee Supervisor Jackson
 - b. Report from the Finance Solid Waste Contract Renewal Study Supervisor Jackson
 - c. Board Calendar for November-December 2018..... County Administrator Hobbs
12. Public Comment
13. Closed Session (if needed)
14. Information/Correspondence
 - a. Update on Madison Fire Department.....Supervisor Foster
 - b. Update on CSB.....Supervisor Foster
 - c. Reception for V. R. Shackelford, III
 - d. County part-time position:
16. Adjourn (*until 4:00 p.m. on October 26th*)

AMENDMENTS/ADDITIONS NOTED IN ROYAL BLUE WITH YELLOW HIGHLIGHT